

~~CONFIDENTIAL~~

2 February 1984

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (25-31 January 1984)

25X1 A. Progress Reports

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3. The TRIS Users Group met on 25 January and completed its discussion of several portions of the TRIS Requirements Document--including about one-third of the functional requirements section. Only minor changes were necessary.

B. Items/Events of Interest

2. On 30 January, the Deputy Director of Information Services and representatives from OIS and OLL met with staff members of the House Permanent Select Committee on Intelligence (HPSCI) to discuss the Agency's systems of records. The Committee was seeking information in anticipation of its forthcoming hearings on the proposed FOIA legislative initiative (S.1324). The meeting focused on what happens to Agency records when they are no longer needed, the Agency's relationship with NARS in determining the disposition of records, and ways in which historians gain access to Agency records of historical interest. Concerning access to material of historical interest, staff members of HPSCI referred to the Durenberger/Casey letters. The staff was also interested in what effort the Agency was devoting to the systematic review of documents for declassification purposes. The HPSCI staff members described the meeting as "upbeat" and "positive" and complimented the Agency personnel on their preparedness and expertise.

3. Two representatives of RMD completed a two-week course at the USDA Graduate School. The course is entitled "Introduction to Governmental Auditing." This fulfills an OIS objective for FY 84 and enhances RMD's effort to develop a comprehensive program for information management audits in Agency components.

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4. Representatives of RMD accompanied the NARS liaison officer to the Agency on visits to FBIS, PAO, and DO/IMS to appraise the retention value of selected records relative to scheduling Agency records for disposition. During his visit, he advised DO/IMS of NARS requirements concerning the retention of copies of historic OSS documents loaned to the Agency by Yale University for classification review.

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6. Once again OIS' Regulations Control Division (RCD) provided quick research information at the right time. In response to a letter from the Honorable Jack Brooks, Chairman of the House Committee on Government Operations, the O/DDA requested documentation of Agency instructions concerning the monitoring or recording of telephone conversations. The staff of RCD successfully provided the necessary information.

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B. DeFelice

Attachment:
As stated

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